

SECTION 01310N

ADMINISTRATIVE REQUIREMENTS

06/02

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by the basic designation only.

U.S. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

15 CFR 772 Individual Validated Licenses and Amendments

15 CFR 773 Special Licensing Procedures

1.2 SUBMITTALS

Submit the following in accordance with Section 01330, "Submittal Procedures."

Preconstruction Submittals

List of contact personnel; G

[View location map; G]

[Progress and completion pictures; G]

[[Insurance; G]

[Personnel list; G]

[Vehicle list; G]

[Statement of Acknowledgement Form SF 1413]]

[Samples

Color boards; G]

[1.3 COLOR BOARDS FOR AIR FORCE PROJECTS

Submit five sets of color boards within 90 calendar days after Contract Award. Each set of boards shall include samples of colors and finishes of interior surfaces, such as walls, floors, and ceilings. The samples shall be presented on [8 by 10 1/2 inch][200 by 270 mm] boards (modules) with a maximum spread of [24 by 31 1/2 inches][600 by 810 mm] for foldouts. Modules shall be designed to fit in a standard loose-leaf, three-ring binder. Where special finishes such as architectural concrete, carpet, or pre-finished textured metal panels are required, samples not less than [12 inches][300 mm] square shall be submitted with the board. If more space is needed, more than

one board per set may be submitted. The Contractor and the Architect/Engineer of Record (AEDOR) shall certify that they have reviewed the color samples in detail and that the color samples are in strict accordance with contract drawings and specifications, except as may be otherwise explicitly stated. Submittal of color samples shall not relieve the Contractor of the responsibility to submit samples required elsewhere herein.]

[1.4 VIEW LOCATION MAP

Submit to the Contracting Officer, prior to or with the first [slide] [digital photograph] submittals, a sketch or drawing indicating the required photographic locations. Update as required if the locations are moved.]

[1.5 PROGRESS AND COMPLETION PICTURES

Provide monthly, and within one month of the completion of work, [35 millimeter color slides][digital photographs, 1600x1200x24 bit true color [____] minimum resolution in [JPEG][____] file format] showing the sequence and progress of work. Take [slides][digital photographs] prior to the seventh day of each month from a minimum of ten views from points located by the Contracting Officer. Submit a sketch or drawing indicating points of view. Submit with the monthly invoice [two sets of slides for each view in separate 3-ring binders with transparent slide holders][two sets of digital photographs each set on a separate CD-R, cumulative of all photos to date]. Cross reference submittals in the appropriate daily report.]

1.6 MINIMUM INSURANCE REQUIREMENTS

Procure and maintain during the entire period of performance under this contract the following minimum insurance coverage:

- a. Comprehensive General Liability: \$500,000 per occurrence
- b. Automobile Liability: \$200,000 per person, \$500,000 per occurrence for bodily injury, \$20,000 per occurrence for property damage
- c. Workmen's Compensation as required by Federal and State workers' compensation and occupational disease laws.
- d. Employer's Liability Coverage of \$100,000, except in States where workers compensation may not be written by private carriers,
- e. Others as required by State Law.

1.7 CONTRACTOR PERSONNEL REQUIREMENTS

1.7.1 Subcontractors and Personnel

Furnish a list of contact personnel of the Contractor and subcontractors including addresses and telephone numbers for use in the event of an emergency. As changes occur and additional information becomes available, correct and change the information contained in previous lists.

1.7.2 Identification Badges

Identification badges, if required, will be furnished without charge. Application for and use of badges will be as directed by the Contracting Officer. Immediately report instances of lost or stolen badges to the Contracting Officer. [_____].

[Identification badges will be issued to the Contractor and his employees in accordance with the Naval Air Station Security Regulations. A copy of the security regulations may be obtained from the security Office. All badges must be returned or accounted for to the [Station][Activity] Pass and Identification Office upon expiration of the badge or contact, or termination of the employee. Immediately report instances of lost or stolen badges to the Contracting Officer.]

1.7.3 Subcontractor Special Requirements

1.7.3.1 Asbestos Containing Material

All contract requirements of Section 13281, "Engineering Control of Asbestos Containing Materials" assigned to the Private Qualified Person (PQP) shall be accomplished directly by a first tier subcontractor.

1.7.3.2 Space Temperature Control, HVAC TAB, and Apparatus Inspection

All contract requirements of Section [15901N, "Space Temperature Control Systems"] [Section 15910N, Direct Digital Control System,"] [Section 15950N, "HVAC Testing/Adjusting/Balancing,"] [and] [Section 16081N, "Apparatus Inspection and Testing"] shall be accomplished directly by a first tier subcontractor. No work required by Section [15901N] [15910N] [15950N] or [16081N] shall be accomplished by a second tier subcontractor.

1.7.4 Contractor Personnel Requirements

Failure to obtain entry approval will not affect the contract price or time of completion.

1.7.5 Citizenship Requirements

Non-US Citizens will not be admitted to the work site without approval. [Aliens are not allowed on the project site.] [Clearance for aliens may require approximately 20 work days for approval.] [Work under this contract is restricted to U.S. citizens.]

1.7.5.1 Documents Acceptable for Proof of Citizenship

- a. Birth registration card
- b. Certificate of live birth, birth certificate
- c. Certificate of Naturalization
- d. Certificate of registration
- e. DD-214 (Must Cite Birthplace)

- f. DD Form 4 (Contract for Enlistment and Must Cite Birthplace)
- g. DD 1966 (Application for Enlistment)
- h. Military discharge papers (must cite birthplace)
- i. Delayed birth certificate
- j. Hospital birth certificate
- k. Marriage license certificate
- l. Merchant marine certificate
- m. Military officer ID card
- n. Notification of birth registration
- o. USA passport

[1.7.5.2 Vehicle List

Submit an original list of vehicles to be utilized at the work site with the following information for each vehicle:

- a. Make
- b. Year
- c. Model
- d. License number
- e. Registered owner]

[1.7.5.3 Passes

[Submit request for personnel and vehicle passes together. Include the Certificate of Insurance for Contractor and Subcontractor(s) and the Statement of Acknowledgement Form SF 1413 with the submittal. Passes will normally be issued within 21 days.]]

[1.7.5.4 Control

[Maintain strict accountability over passes. Immediately report to the source of issue, passes missing or lost and the circumstances. If the Contractor has another active contract or one commencing immediately, employees' names may be transferred from one contract to the other. Final payment will not be effected until employees are transferred to another contract or the records are cleared. Furnish a signed letter, countersigned by the source of issue, stating that passes have been turned in.]]

1.8 SUPERVISION

Have at least one qualified supervisor capable of reading, writing, and conversing fluently in the English language on the job site during working hours. In addition, if a Quality Control (QC) representative is required on the contract, then that individual shall also have fluent English communication skills.

The Project Manager must have a minimum 10 years experience as a Project Manager or Superintendent on projects like this contract or similar in size and complexity. The Project Superintendent must have a minimum of 10 years experience as a Superintendent on projects similar in size and complexity.

In addition to the above experience requirements, the Project Manager and on-site Project Superintendent shall complete the course entitled "Construction Quality Management for Contractors" prior to the start of construction.

The Project Manager in this context shall mean the individual with the responsibility for the overall management of the project and the Project Superintendent shall mean the individual with the responsibility for quality and production. Both the Project Manager and Project Superintendent are subject to removal by the Contracting Officer for non-compliance with requirements specified in the contract and for failure to manage the project to insure timely completion. Furthermore, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to such stop orders shall be made the subject of claim for extension of time for excess costs or damages by the Contractor.

Approval of Project Manager and on-site Project Superintendent is required prior to start of construction. Provide resumes for the proposed Project Manager and on-site Project Superintendent describing their experience with references and qualifications to the Contracting Officer for approval. The Contracting Officer reserves the right to interview the proposed Project Manager and on-site Project Superintendent at any time in order to verify the submitted qualifications.

1.10 PRECONSTRUCTION CONFERENCE

Prior to completion of the design documentation for the project by the Design-Build Contractor's Architect/Engineer of Record (AEDOR), but prior to commencement of any work at the site, meet with the Contracting Officer to discuss and develop a mutual understanding relative to the administration of the value engineering and safety program, preparation of the schedule prices, shop drawings, and other submittals, scheduling programming, and prosecution of the work. Major subcontractors who will engage in the work shall also attend.

1.11 AVAILABILITY OF CADD DRAWING FILES

After award and upon request, the electronic "Computer-Aided Drafting and Design (CADD)" drawing files will be made available to the Contractor for use in preparation of construction data related to the referenced contract subject to the following terms and conditions.

Data contained on these electronic files shall not be used for any purpose other than as a convenience in the preparation of construction data for the referenced project. Any other use or reuse shall be at the sole risk of the Contractor and without and without liability or legal exposure to the Government. The Contractor shall make no claim and waives to the fullest extent permitted by law, any claim or cause of action of any nature against the Government, its agents or sub consultants that may arise out of or in connection with the use of these electronic files. The Contractor shall, to the fullest extent permitted by law, indemnify and hold the Government harmless against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising out of or resulting from the use of these electronic files.

These electronic CADD drawing files are not construction documents. Differences may exist between the CADD files and the corresponding construction documents. The Government makes no representation regarding the accuracy or completeness of the electronic CADD files, nor does it make representation to the compatibility of these files with the Contractors hardware or software. In the event that a conflict arises between the signed and sealed construction documents prepared by the Government and the furnished CADD files, the signed and sealed construction documents shall govern. The Contractor is responsible for determining if any conflict exists. Use of these CADD files does not relieve the Contractor of duty to fully comply with the contract documents, including and without limitation, the need to check, confirm and coordinate the work of all contractors for the project.

If the Contractor uses, duplicates and/or modifies these electronic CADD files for use in producing construction data related to this contract, all previous indicia of ownership (seals, logos, signatures, initials and dates) shall be removed.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

END OF SECTION